



## **The Newman Catholic Collegiate**

### **Resources and Services Subcommittee**

#### **Terms of Reference**

##### **Introduction**

The Board provides for the strategic running of the academies by establishing core subcommittees, devolving responsibilities and delegating tasks to those subcommittees to undertake the key strategic functions required for running all the academies in a collaborative manner. The core subcommittees focus on decision making in relation to strategy, policy and procedures to be implemented across all the academies.

##### **Overall purpose**

The main functions of this subcommittee are to:

- Provide a robust financial environment, which meets all requirements regarding statutory compliance, ensuring solvency and probity, so that the financial resources made available to the academy company for running its academies are managed effectively and efficiently, to provide a quality education for the children in the academies that is value for money.
- Provide a strong policy, monitoring, evaluation and reporting framework so the academy company and its academies function in line with the Academies Financial Handbook, so the public money given to educate the children on roll is used effectively and efficiently, to ensure they make at least good progress in all aspects of learning, formation, attainment and progress.
- Enable the Board of Directors of the academy company to be accountable for the use of: public monies, diocesan charitable assets (premises and buildings) made available to provide Catholic education; and all other resources held in the ownership of the academies, by ensuring high standards of management and administration of the academies' finances and resources.
- Monitor service level agreements and contracts ensuring that the competitive tendering policy is applied when necessary.
- Monitor staffing and how they are deployed across the Multi-Academy Company.
- Ensure all HR policies are robust and applied across all academies.



- Review and monitor termly reports on the management of all risks and encourage awareness of risk management throughout all academies within the Multi-Academy Company.
- Make recommendations to the Board of Directors and to other subcommittees as necessary and appropriate.

### **Membership**

- The membership is determined by the Board of Directors at its first meeting in the Autumn Term.
- Those given permission to attend subcommittee meetings as observers/advisers are:  
Karen England – Business Director, Tom James – Deputy Business Director

### **Quorum**

- Four (minimum) and the chair or vice chair must be present
- A majority of those present for a vote must be Foundation Directors
- Audit subcommittee members can only attend on request

### **Chair of subcommittee:**

- Elected by voting members of the subcommittee at the first meeting of the year.

### **Vice chair of subcommittee**

- Elected by voting members of the subcommittee at the first meeting of the year.

### **Clerk**

- Appointed by the Board of Directors – Stoke on Trent City Council Governors Service Unit.
- In the absence of the clerk, the subcommittee may choose one of its members to clerk the meeting. The Principals must not clerk any meetings of the Board of Directors or any of its subcommittees.



## Meetings

- The Resources and Services subcommittee shall meet as necessary but at least once a term.
- The meetings shall be timely with the work of the Board and EFA deadlines.
- Other Board members have the right to attend meetings with the exception of the Audit subcommittee whom must receive a request to attend and will have no voting rights.
- The clerk shall keep appropriate records of the proceedings.
- Agendas will be agreed in advance by the Chair of the Resources & Services subcommittee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 7 days in advance of the meeting.
- The minutes of subcommittee meetings shall be circulated to the chair and Senior Executive Leader within 14 days of the meeting. Once checked, these minutes could be circulated within another 14 days to all Board members
- The Resources & Services subcommittee will review these terms of reference and self- assess its performance against these terms of reference on an annual basis.
- Meetings will be conducted in accordance with the Board of Directors' Code of Practice.

## Date of review

- Annually: October 2021

## Agreed at the meeting of the Board of Directors

- Date: 03.09.2020

## Signed (Chair of Board of Directors)

- Signature: 



### **Authority**

The Resources & Services Subcommittee is a subcommittee of the Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any academy, external audit, responsible officer or other assurance provider.

### **Level of delegated authority**

R = the subcommittee has the delegated authority to make a recommendation to a meeting of the Board of Directors for them to make a decision.

D = the subcommittee has the delegated authority to take a decision and report it to the Board of Directors, as recorded in the minutes of the subcommittee meeting.



**Key area: Finance**

Function	Level of authority
<ul style="list-style-type: none"> <li>● To discharge the Directors' responsibilities with respect to:               <ul style="list-style-type: none"> <li>○ The academies' budgets and any other funds, taking into account the need for a 3 year financial plan; and</li> <li>○ The requirements in relation to the Academies Financial Handbook.</li> </ul> </li> </ul>	R
<ul style="list-style-type: none"> <li>● To consult with the Principals to draft, scrutinise and agree a formal budget plan for the financial year for each academy and make recommendations to the Board of Directors for its approval, taking into consideration:               <ul style="list-style-type: none"> <li>○ The funds available;</li> <li>○ Resources available;</li> <li>○ Forecasted pupil numbers;</li> <li>○ Staffing;</li> <li>○ Contractual liabilities;</li> <li>○ Any anticipated changes with financial implications.</li> </ul> </li> </ul>	R
<ul style="list-style-type: none"> <li>● To discharge the Directors' responsibilities with respect to adopting, implementing, monitoring, evaluating and reviewing the academies' policies for:               <ul style="list-style-type: none"> <li>○ Managing the budget;</li> <li>○ Financial monitoring, including monthly monitoring of income and the expenditure of the academies budget;</li> <li>○ Charging and remissions;</li> <li>○ Reviewing comparative financial statistics to aid benchmarking and decisions on value for money;</li> <li>○ Receiving and responding to any audit reports to ensure issues raised are addressed; and</li> <li>○ Addressing any queries, concerns or complaints arising.</li> </ul> </li> </ul>	D
<ul style="list-style-type: none"> <li>● To discharge the Directors' responsibilities with respect to all voluntary funds held on behalf of the Board of Directors, including appointing an external auditor, ensuring they are audited annually, and receiving and responding to the audit report.</li> </ul>	D
<ul style="list-style-type: none"> <li>● To carry out any tasks delegated by the Board of Directors in relation to finance, e.g. advising on or deciding on:               <ul style="list-style-type: none"> <li>○ Service level agreements;</li> <li>○ Virement;</li> <li>○ Agree the contingency pot contributions for the Multi-Academy Company.</li> </ul> </li> </ul>	D



- The level of financial delegation afford to the Principals and subcommittees;
- Considering and approving recommendations involving finance made by other subcommittees; and
- Financial implications of deciding on adopting any policy under consideration with significant budget implications.
- To arrange appropriate Director training to ensure Directors know and understand: D
  - The statutory requirements and financial regulations regarding financial management of the academy company and its academies;
  - The requirements of the Academies Financial Handbook; and
  - Any other matter related to finance identified through an audit of the Board of Directors' (and Academy Representatives) knowledge, skills and experience or at the request of Directors.
- To prepare for the full Board of Directors a summary report, which reviews how the subcommittee has discharged its responsibilities in relation to managing the academies' budgets and other funds, in order to benefit the pupils of the academies and impact on their learning, formation, attainment and progress. D



## Key area: Resources and Premises

Function	Level of authority
<ul style="list-style-type: none"> <li>To discharge the Directors' responsibilities with respect to all matters related to the general resources and academy premises, grounds, security, health and safety, and the general environment.</li> </ul>	D
<ul style="list-style-type: none"> <li>To discharge the Directors' responsibilities with respect to:               <ul style="list-style-type: none"> <li>Adopting, implementing, monitoring, evaluating and reviewing the academies' policy on general resourcing of the accommodation, administration and functioning of the academies; and</li> <li>Addressing any queries, concerns or complaints arising.</li> </ul> </li> </ul>	D
<ul style="list-style-type: none"> <li>To discharge the Directors' responsibilities with respect to:               <ul style="list-style-type: none"> <li>Adopting, implementing, monitoring, evaluating and reviewing the academies' Health and Safety Policy, including matters related to security and safe-guarding; and</li> <li>Addressing any queries, concerns or complaints arising.</li> </ul> </li> </ul>	R
<ul style="list-style-type: none"> <li>To discharge the Directors' responsibilities with respect to:               <ul style="list-style-type: none"> <li>Adopting, implementing, monitoring, evaluating and reviewing the academies' Lettings Policy; and</li> <li>Addressing any queries, concerns or complaints arising.</li> </ul> </li> </ul>	D
<ul style="list-style-type: none"> <li>To carry out tasks delegated by the Board of Directors relating to premises matters, for example:               <ul style="list-style-type: none"> <li>Keeping under review the academies' Asset Management Plan;</li> <li>Overseeing the preparation, finalising, and implementation of contracts concerning premises related work.</li> </ul> </li> </ul>	D
<ul style="list-style-type: none"> <li>To arrange appropriate Director training to ensure Directors know and understand:               <ul style="list-style-type: none"> <li>The regulations relating to premises, accessibility, health and safety; and</li> <li>Any other related matter identified through an audit of the Board of Directors' (and Academy Representatives) knowledge, skills and experience or at the request of Directors.</li> </ul> </li> </ul>	R
<ul style="list-style-type: none"> <li>To prepare for the full Board of Directors a summary report, which reviews how the committee has discharged its responsibilities in relation to managing the resources and premises, in order to benefit the pupils of the academies and impact on their learning, formation, attainment and progress.</li> </ul>	R